

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner (Archeology)	Central Region Environmental	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	931-156-4634-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the general direction of a Senior Environmental Planner, the incumbent plans, develops and performs a variety of complex archeological related environmental studies to assess the effect of transportation projects on cultural resources. Responsibility may involve leading a team supporting these activities.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Incumbent conducts archeological pedestrian field surveys, archeological field excavation and site evaluation. Collects and evaluates archeological data and assesses archeological sites to determine the effects of transportation projects on the cultural resources. Develops and prepares Archeological Survey Reports and archeological excavation reports, correspondence and other written materials. Prepares clear visual displays, such as maps, graphs and illustrations. Assists management in negotiations for environmental approval. Serves as an Excavation Crew Chief, Principal Investigator for Phase 2 studies, Consultant Monitor, and Construction Monitor. Coordinate with other Planners, Project Managers, and engineering and technical staff during the environmental analysis process.
30%	E	Develops and prepares scopes of work and state cost estimates for contracts and task orders to procure cultural resources services. Monitors task orders and contracts to ensure compliance with State and Federal laws and regulations and Caltrans policies. Coordinates with contractors regarding any necessary changes during investigations to ensure goals of task orders are met. Reviews and approves draft and final reports prepared by contractors and ensures all terms of contract are met. Evaluates archeological reports prepared by consultants for various types of transportation projects to determine the potential for effects to cultural resources.
20%	E	Coordinates the archeological research and compiles reports by other cultural resource specialists for Historic Property Survey Reports. Peer reviews archaeological reports prepared by other staff and consultants.
15%	E	Coordinates with outside agencies, organizations, Native American communities, and the general public for compliance with Section 106 of the National Historic Preservation Act and other environmental approvals. Respond to questions at public hearings and environmental complaints. Provides counsel to city and county engineering and planning staff regarding cultural resources compliance. Act as liaison with Native American communities, county, state and federal environmental monitoring and control agencies. Coordinates with other members of the multidisciplinary team contributing to environmental studies.
5%	M	Implements project management techniques and tracking methods for assigned duties and projects.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS:

None. Incumbent may serve as a leadworker on interdisciplinary teams for specific projects. May serve as a lead and provide direction to consultants and student assistants.

ADA Notice

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

Principles and concepts of archeological resources assessment and preservation, archeological techniques and methods in a planning setting. General principles on planning for the conservation and preservation of natural resources, techniques of research and statistical analysis, methods of evaluation of environmental impacts. State, Federal and local environmental related laws, regulations, and processes. GIS, Caltrans' cultural resource procedures.

Ability to:

Gather, organize, and analyze archeological information
Prepare written reports that meet professional standards
Work effectively with others as an interdisciplinary team member
Conduct interviews for data gathering
Field review potential project locations
Survey for archaeological resources
Evaluate the prospects for project impacts on significant archeological resources
Apply general techniques of insuring participation in the planning process
Coordinate environmental planning, research, and analysis of proposed projects
Make an assessment of an existing environment
Assist management in negotiations for environmental approval
Establish and maintain cooperative relationships within the District and the department, and with the public and outside agencies

Analytical Skill in:

Performing increasingly responsible and varied assignments under decreasing degrees of supervision
Understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process
Interpreting maps, site and building plans and specifications, graphs and statistical data
Researching, analyzing, and summarizing planning data both manually and with basic computer programs
Preparing clear visual displays, such as maps, graphs, and illustrations
Making clear and persuasive presentations of ideas; preparing clear, concise and complete technical documents, reports, correspondence and other written materials
Instructing others in work procedures and providing specific project directions

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Environmental Planner (Archeology) independently makes decisions relative to the collection and analysis of data and report content including making recommendations to others regarding scope of study, level of detail, method of impact analysis, impact evaluation factors, mitigation plans, and the commitment of branch resources to comply with Federal and State environmental laws and regulations.

Lack of understanding of responsibilities could result in the delay of projects, additional work resulting in project cost increases and poor working relationships with others.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contacts with people in and out of government.
Incumbent may represent the Department at public and agency meetings on cultural resources issues and may be involved in conflict resolution.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal
Employees may be expected to lift and/or carry field equipment weighing up to 50 pounds
Employees may be required to move large or cumbersome reports from one location to another
Incumbent may also be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather
While performing field reviews employee may be required to walk on uneven terrain and may require bending, stooping and kneeling

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Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice
Most of the jobs in the Division require interaction with many people, therefore it is important that employees work with others in a cooperative manner
Employee will be required to work cooperatively with others on a team to accomplish archeological fieldwork or research, as well as being able to communicate with diplomacy and tact while participating on interdisciplinary project development teams.
Employees may be away from their base of operations to conduct or oversee archaeological fieldwork for days, and occasionally, weeks at a time
Willing to take risks; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage
Values cultural diversity and other individual differences in the workforce
May be subject to and have the ability to handle irate or intense public or other project team members in a calm manner

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.
Incumbent may also be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, cold or hot weather.
Over-time and overnight travel may be required.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE